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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

May 5, 1942

U. S. DEPARTMENT OF AGRICULTURE

EVAPORATED MILK MEMORANDUM NO. 2

To: All Samplers of Evaporated Milk

From: Rob R. Slocum, Dairy and Poultry Branch

Subject: Additional Instructions Regarding Procedure to be Followed in Sampling Evaporated Milk and Forwarding Samples to the Laboratory.

In order to eliminate confusion in handling evaporated milk samples, all samplers should use the following procedure in taking, preparing and shipping samples to the laboratory for grading and analysis:

1. Take one can from every 200 cases, but at least two cans from each lot.
2. Give each can an individual serial number marked on the soldered end with a wax pencil. No other information need be placed on the can.
3. For each shipment of samples taken at a given plant, number the cans consecutively beginning with 1, regardless of the number of contracts involved. For example, if 140 cans representing two separate contracts are taken, number them 1 to 140 and not 1 to 85 for one contract and 1 to 55 for the other contract.
4. Use a separate report for each contract sampled. This report should show the total number of cases sampled, the type of case, the grading fee and the expenses, as all of this information must be shown on the certificate. When samples are sent to the laboratory, only one copy of the sampler's report, preferably the original, needs to be sent with the samples. This report should be placed in an envelope so that it will not be mutilated in transit.
5. If possible, the samplers should arrange cans in the shipping carton in consecutive order to facilitate the handling of the samples at the laboratory.
6. All samples should be sent express prepaid to the laboratory, the express to be paid by the vendor. Samples forwarded to the Chicago laboratory should be addressed to:

Dr. O. J. Kahlenberg
Room 800-A - U. S. Customs Building
610 South Canal Street
Chicago, Illinois

Rob R. Slocum

